Advanced filters

The criteria for an advanced filter are stored in a sheet rather than entered into a dialog. As a result, you must first set up a cell range that contains the criteria before you use the Advanced Filter dialog (Figure 469).
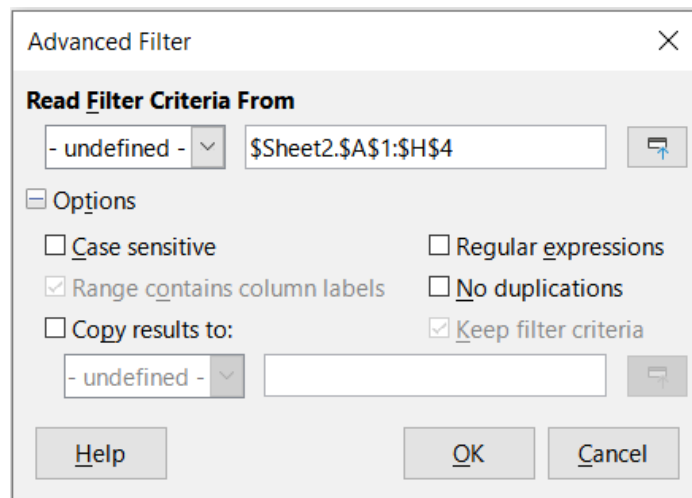

Figure 469: Advanced Filter dialog

To set up a criteria range:

1) Copy the column headings of the range to be filtered to an empty space in a sheet. It does not need to be the same sheet as the one with the source range.

2) Enter filter criteria underneath the column headings in the criteria range. Each individual criterion in the same row is connected with *AND*, while the criteria groups from each row are connected with *OR*. Empty cells are ignored. Up to eight criteria rows may be defined for a filter.

After creating a criteria range, set up an advanced filter as follows:

1) Select the cell range that you wish to filter.

2) Go to **Data > More Filters > Advanced Filter** on the Menu bar to open the Advanced Filter dialog (Figure 469).

3) In the *Read Filter Criteria From* field, enter the address for the criteria range, either by selecting a named range from the drop-down box, typing in a reference, or selecting cells from a sheet. Remember to use the **Shrink / Expand** button if you need to temporarily minimize the dialog while selecting cells.

4) Click **OK** to apply the filter and close the dialog.

Advanced filter options are the same as standard filter options, and are described in further detail in Chapter 2, Entering, Editing, and Formatting Data.

Advanced filter example

Figure 470 demonstrates an example filter range for the grading sheet example in Figure 452:

	A	B	C	D	E	F	G	H
1	**Student**	**HW #1**	**HW #2**	**HW #3**	**Quiz #1**	**Quiz #2**	**Test #1**	**Average**
2		>75	>75	>75				
3	Ferdinand							
4								

Figure 470: Advanced filter criteria range (in Sheet 2)